PMOPG Meeting Minutes

Date: March 10, 2010

Time: 10:00 am

Location: Capitol Building, room 422

Attendees

Chuck Diaz, PMO; Kristi Antosh, MDT; Mark Dousset, Axiom IT Solutions representing MITA; Sharon Krzemien, OPI; Gary Poepping, ITSD; Jim Sheehy, PMO and Monica Abbott, ITSD.

Call to Order

- Chuck Diaz called the March meeting to order.

Approval of Minutes

- Chuck asked to approve the minutes from the January meeting. Kristi Antosh mentioned she submitted corrections to the minutes on 1/22 but they have not been incorporated into the minutes. Chuck asked to postpone the approval of minutes pending the changes. He will have the changes sent to Monica Abbott from this meeting on. Kristi gave her copy of changes to be incorporated. Monica will send out the corrected minutes to the group.

** Action Item**

- Kristi Antosh offered a motion to postpone the approval of the January 13th minutes until the next meeting. Gary Poepping seconded.

    o The vote was unanimous.

New Member Introductions

- Chuck asked Sharon Krzemien from OPI to introduce herself.

    o Sharon related she has been working at OPI for about 5 months as the Project Manager for School Staffing Project and looking forward to the working with this group.

- Jim Heidlebaugh from DPHHS was not present at this meeting. Chuck will send a letter to DPHHS regarding participation because of their commitment. Kristi noted that was defined in the policy formation of the group regarding contacting the agency.

- Chuck asked for introductions of all present.

PMOPG Name

- At the last meeting discussion of renaming of PMOPG. Chuck received authorization from Warren Dupuis to call the group PMOAG Project Management Office Advisory Group.

Action Item
- Gary Poepping offered a motion to accept Project Management Office Advisory Group (PMOAG) as our name. Marc Dousset seconded.
  - The vote was unanimous.

PPM Tool RFI

- Chuck distributed copies of the Project Portfolio Management Requirements Survey. All requirements for the PPM Tool are being presented in the survey.

- Chuck distributed a spreadsheet with a list of the names of vendors that were contacted for the RFI. There is column labeled IR which is the Industry Ranking according to Forrester and Gartner. One company, SAP was dropped because they never responded.

- The Innotas contract concludes in September. The intent is to have the new PMO tool in place by September 30. Chuck needs to negotiate with Innotas to carry us through September 30 because a LFC report needs to be produced the first part of September. Chuck will send the RFI with a timeline to the members.

- Chuck has received permission for the RFI and it is due back on March26th. After it is completed, Chuck will ask for permission to issue the RFP. The Budget Office has imposed a $200,000 limit on spending. Chuck will develop a business case for the Budget Office because he thinks it will be between $270,000 and $320,000. Chuck thinks of it being in-house with 100 users. Chuck will develop the RFP so it is ready to go once approval is received. It will take about 2 weeks to gain approval from ITSD and another 2 weeks from the Budget Office. May 1st is the approximate date for the RFP to be issued. The new tool will be up within 2 months from approval. Chuck asked for one person to be on the review committee.

- Chuck mentioned there were questions of why we were leaving Innotas. One reason is regarding the ability to measure criteria of projects status. The maintenance or support for the product is cheap. There will be learning curve for the new product and training will be directly provided by the vendor which will be included as an item in the RFP.

- Responses from the survey have come back slowly. Kristi stated her agency is submitting one response per survey subset so it is only one voice from her agency. Chuck will ask for permission from CIO to distribute the Project Portfolio Management Requirements Survey. The individual surveys were sent to agencies through the ITMC managers' distribution list.

- Some key points of the tool are: 1) Stop lights are put in to add preventive measures; and 2) the PMO tool will allow you to plug into PeopleSoft. We are trying to show financials against a specific project.

- The PMO & the State CIO need to provide the education to agencies regarding the importance of this function (PM) and the tool. Chuck is working with the MITA group.

- Chuck summarized he will send the timeline and the RFI to the board. Chuck will be the point of contact for this going forward.

Methodology Review and Adjustments

- The current methodology has been in place since 12/08. There is a need to look at it and make any changes to it because the review was never finished. Kristi suggested we start with sections not reviewed and move forward from there. Pat Boles & Zach Kozak are working on this in the PMO Office. Chuck will get this out for review. Chuck asked Jim Sheehy to follow through with this because Chuck will be out of the office. The review will be sent to the board before the next meeting.

- Chuck was asked by agencies what is the minimum number of documents to have in place for a project to be considered being managed. Chuck stated that if there is a project definition statement, a project management plan, a project schedule, and a project communications document in place, then you have a good start on the process. As things pop up that can be incorporated into the methodology, share with the PMO. The website has been updated but the book has not updated. Chuck will give copies of the current book to Sharon Krzemien and Marc Dousset.

IT PM Policy

- There is a form to be put together out of ITMC to work on the IT PM Policy. Chuck will be the designee from this group and he will bring it back to this group. He would like to see a permanent policy in place by the end of this year.

- Chuck would like everyone to take a look at the State of Arizona's policy. They also have a MITA act. Their policy offers more control and transparency. Utilization of the PPM Tool will allow us to be aware of projects and any overlap or similarity. Chuck will send the State of Arizona link to the team.

- An advisory will be coming from the PMO that all LFC items will be reviewed monthly. If it is a large project then there will be a demand to meet every 2 weeks. Chuck would like to have a metric in place stating how often to review a project.

- Kristi submitted comments regarding the policy. Chuck stated the new policy will be out soon.

Specific Items assigned

- Chuck would like to give specific ideas for members to work on and lead the discussion. Chuck would like to get different perspectives.

Training

- Chuck has a meeting scheduled with ESI to modify contract and get the training cost down. $50 is used for administrative costs but Chuck is still trying to reduce costs.

- There is a curriculum for AA degree for Project Management degree in front of Carroll College. This will give another avenue for training. Chuck is trying to find out about Continuing Education costs reimbursement. Kristi spoke how MDT schedules their training and that each agency decides that based on their budgets. She mentioned there is limited college reimbursement.

- Chuck was disappointed in the survey on training. Only 140 answered survey out of 1,000.

- Chuck spoke with the State CIO regarding on state certification. Chuck would like to have a onetime class that combines everything learned plus state certification. One exam would be held for state certification. PMP certified people will only have to take state certification test. Kristi asked for clarification of why if they are PMP certified you would not just accept their certification. She mentioned that it would be a long time to get someone certified. Chuck wants to improve the project performance.

- The ROI plan is to move projects forward in one specific way to control projects. Sharon stated that training and funding will be crucial. Chuck wants to have standard methodology so if someone needs to step in, he/she can take over the project seamlessly. Getting managers educated as to why project management is so important will be key. Chuck asked for ideas how to demonstrate this to management.

- Sharon asked about the training with ESI whether it was still scheduled. Chuck said it was still scheduled. There is not any money for training due to budget constraints.

- A workshop will be held on March 29th with 16 people already signed up. There will be 4 hours training on Microsoft Project and 4 hours on Scheduled Development. Dick Clark will be the speaker on where we are and where we are going.

- Chuck would like more members from agencies. The education of executives and managers is crucial. Kristi mentioned difficult to balance training with budget cuts. Chuck affirmed there is a need to find more participation whether through the

audience or on the board. Kristi stated that part of the charter that asks members to share with their agency members even if not in a detailed way.

- An open house was suggested to get people to come and not hold a meeting but more of a social atmosphere. Posters could be displayed with the charter and allow people to ask questions. Kristi related that MDT had an internal open house. They had a scorecard and the stamps on the scorecard would put people into other drawings. They included trinkets and food. An open house could be held at a venue with a workshop dedicated to what we do. Allow project managers to show their talents and skills. Allow vendors to be included. Mark said it is not just education but an ongoing aspect. The workshop is a good idea and he thought it could be held yearly to show what has happened from each year.

- Kristi suggested hosting a road show and taking it to the agencies. Chuck is looking for the right venue. The next workshop could be help as an open house. Ask participants to show their talents. Chuck will add to the next agenda about next workshop to include an open house.

Round Table
- The MITA meeting is today, Wednesday, March 10 at Sanders Building in room 306 at noon.

- The MITA meeting today we will show them how we measure projects. We give them information of what we are trying to do. We need to be open-minded and realize we are trying to get to same place.

- Chuck suggested having certificates printed to show participation of members. This could be displayed in members' offices to help advertise our group. Chuck asked for a vote on certifications. The certificates will be signed by Chuck as Chair of PMOAG and the State CIO.

Action Item
- A motion was offered by Marc Dousset to present certificates. Sharon Krzemien seconded.

   o The vote was unanimous.

Adjourn
Action Item
- Kristi Antosh offered a motion to adjourn Sharon Krzemien seconded.

   o The vote was unanimous. The meeting adjourned at 11:38 am.